

**Alabama Department of Mental Health**  
**Division of DD**  
Psychiatry Services  
RFP 2021-22 Questions & Answers

1. Is What is the projected hours/schedule needed during the term of the contract? **Typical Clinic operating hours, to include on call hours as designated.**
2. How long is the contract period? **Annual, to be renewed at that time**
3. What is the average calls per week for the provider? **To be determined (TBD)**
4. Is the ADMH currently using a firm to provide these services? If so, please provide the current vendor(s) providing the service, billable rates, historical usage. **No**
5. What is the name of the EHR system being used by the ADMH? **EHR system is not used by ADMH for DD community psychiatry services**
6. Will the contract be awarded to multiple vendors? **No**
7. What has been the spend for the past three years for the contracted staff? **N/A**
8. Which facilities/ locations would we be able to cover with Psychiatry services under this contract if awarded? **Division of DD**
9. To confirm, you are accepting bids from Locum Agencies to provide services via Locum Tenens Psychiatrists? **No**
10. Would you accept Psychiatric NP/ PA candidates as well? **Psychiatric NP, not PA**
11. Who would be reviewing and interviewing candidates? **ADMH DD Executive Staff**
12. Is there a name clear process? **Question not clear**
13. What is the credentialing timeline? Does that timeline vary by facility? **30 days**
14. Can we license for any openings? **Question not clear**
15. What kind of patient populations i.e. Child, Adult etc.? **Persons over age 3 receiving Medicaid HCBS ID waiver services**
16. Is it part time or full time? **Full time**
17. How long is the assignment? **Annual**
18. What facilities will our Provider be needed for? Just one facility or multiple? **One facility**
19. Will telemedicine be an option? **Yes**

20. Is there an hourly rate range we should stay within? Should our rates be all inclusive of travel? **No.**
21. What is the current psychiatrist rate you are paying? **No current contract**
22. Scope of Work section B discusses after- hours calls. Is there a on call rate range we should stay within? **No additional on-call rate, rate will be all inclusive**
23. If selected, how long will this contract be in place? **Annual, to be renewed at one yr.**
24. Will being awarded this contract allow us to work with all of the state hospitals for needs? IE: Taylor Hardin, Bryce Hospital, Mary Starke Harper. **No.**
25. Will this be awarded to multiple vendors or just one? **One**
26. What are the Insurance Requirements/Limits, did not see in the RFP? **TBD**
27. What are the effective & expiration dates if awarded a contract? **Dates determined after an award is made.**
28. Will there be option renewal years for this contract? And if so, how many years? **3**
29. Are Candidates required with our proposal? **No**
30. Are Price Increases allowed per renewal year? **Negotiable**
31. Is there a specific budget form to be included with our submission? **No**
32. Is this bid open to locum tenens agencies? **No**
33. Do you intend to make multiple awards? **No**
34. Since the duties of the Contractor and the Provider are separate and distinct, especially as Contractor does not itself provide medical services, it is important that Providers not be incorporated into the definition of Contractor—can this be negotiated in a potential contract? **Yes**
35. Our locums staffing services contracts are “best efforts” and it is company policy not to enter into any contracts in which the vendor is subject to damages for failure to deliver the service. Would you be willing to negotiate this in a potential contract? **N/A**
36. Can language changes be made? (indemnification, insurance, venue, etc.)? **Yes, depending on the language change request**
37. Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing? **Yes**
38. If awarded, should there be contract terms we are unable to accept, is there a penalty for not signing a contract? Example: monetary damages. **No**
39. By submitting a response, are we automatically agreeing to a contract and its terms? **No** Or if there are terms & conditions we cannot agree to; can we decline the contract if awarded? **Yes**

40. As a locum tenens agency, our providers are considered independent contractors and not employees, can this wording be amended? **A contract and its language will be between your agency and DMH. Any agreement between you and what you consider independent contractors is between you and that individual which will have no impact on your contract with DMH.**
41. How many patients per day would you estimate the provider would see? **2-3**
42. What was last year's spend for these services for this contract? **No previous contract**
43. What are the current challenges/obstacles in meeting its staffing and recruitment goals for these positions? If a contract for the proposed services is in place, what areas of improvement over the existing contract would you like to see? **N/A**
44. Are there penalties incurred if unable to fill any of the openings? **No**
45. Is there an incumbent and current contract for this service? If so, can you please provide the vendor name and current contract rate? **N/A**
46. How many hours were billed per specialty in the last 12 months? **N/A**
47. What is the estimated time frame of notice before a need becomes available? **Need is available now**
48. Will you allow multiple physicians to fill the need or are you requiring that one physician fulfill the need? **Yes, multiple physicians within one provider**
49. What is the expected process and timeline for notifying vendor of needs, reviewing candidates, scheduling providers, etc.? **30 days**
50. May we add a locums to perm conversion fee to our pricing? **No**
51. Do you want an all-inclusive rate? **Yes**
52. Locum tenens physicians are Independent Contractors and as such are not employees. Therefore, Worker's Compensation insurance would not be applicable. Will you waive these requirements for physicians? **Firm would not be employees of ADMH, would provide their own insurance to physicians**
53. What is the expected time for the completion of credentialing for an accepted candidate? **30 days**
54. Are background screenings required? Will the facility be handling this requirement or are you expecting the vendor to complete? **Expecting vendor to complete.**
55. Will you consider telehealth? Would you need providers, platform, and equipment? **Telehealth is an option, but the provider would need their own mechanisms to provide.**